



Parents Guide to use Microsoft Teams



**Burnside Bees are
Destined to Achieve,**

WATCH ME!.



What is Microsoft Teams?



- Think of Microsoft Teams (Teams) as your child's link to learning.
- Teachers use Teams to share assignments, homework, video chat, and correspond with students.

TOGETHER WE CAN, TOGETHER WE WILL!

Getting Started



- Your student will be able to login with their student ID number @r1student.org
- Example
username: jan.smi1234@r1student.org
password: (what your student uses to login to the computers at school).

****If you are unsure what your student's ID number, please contact their teacher.**

Getting Started



- In any browser, go to office.com.

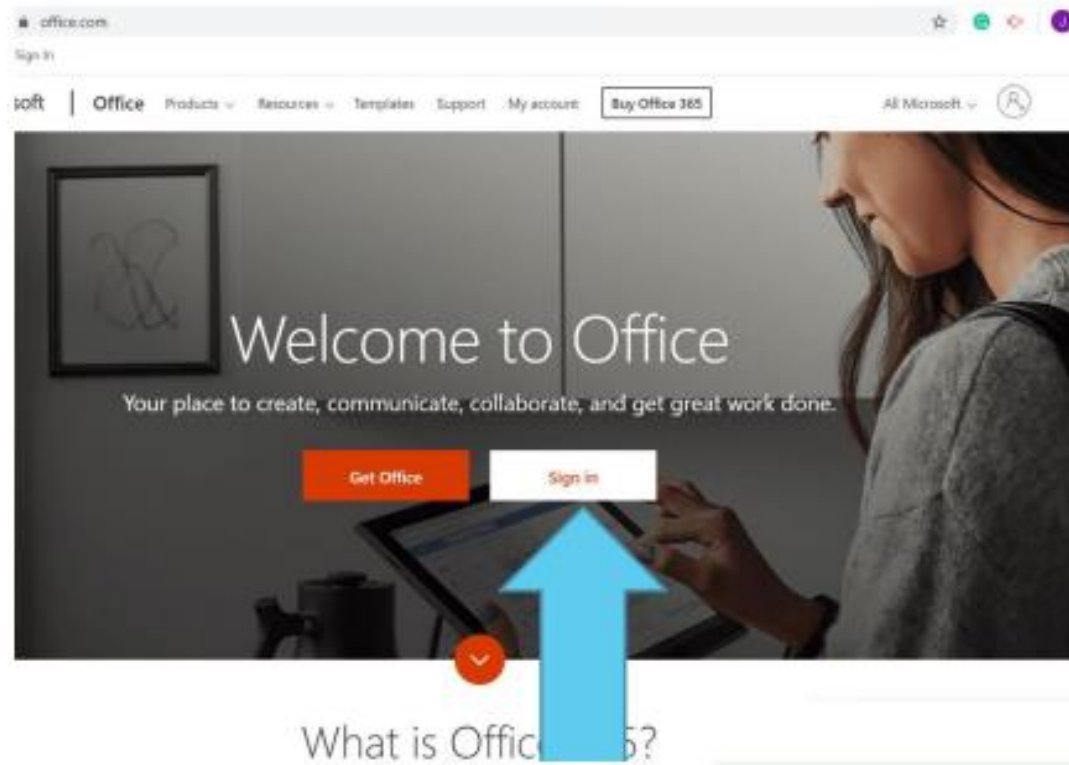


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Getting Started



- Click “Sign in”

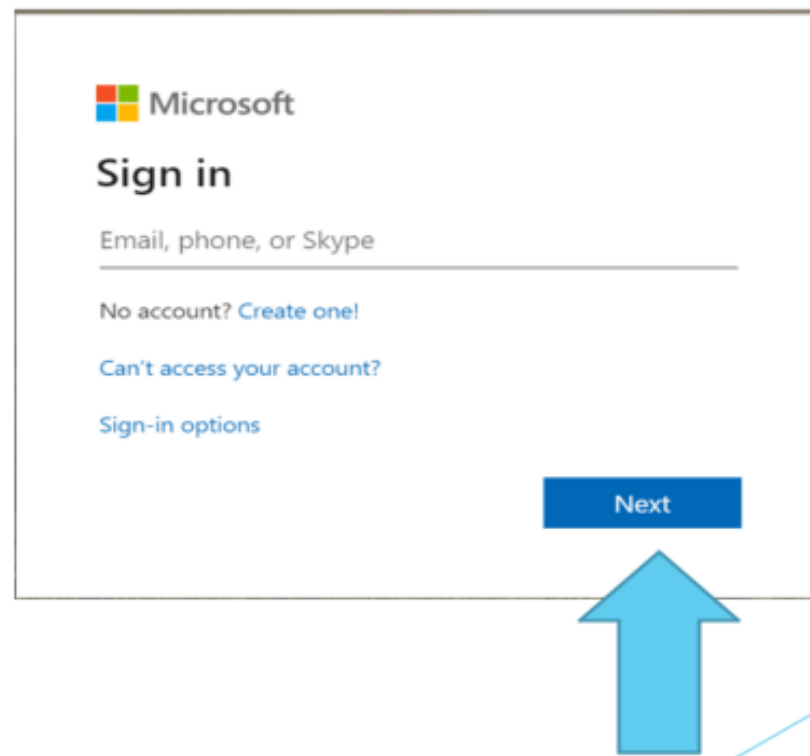


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Getting Started



- Type your child's username and click
“Next”



TOGETHER WE CAN, TOGETHER WE WILL!

Getting Started




- Type your child's password and click “Sign in”

Enter password

Password

[Forgot my password](#)

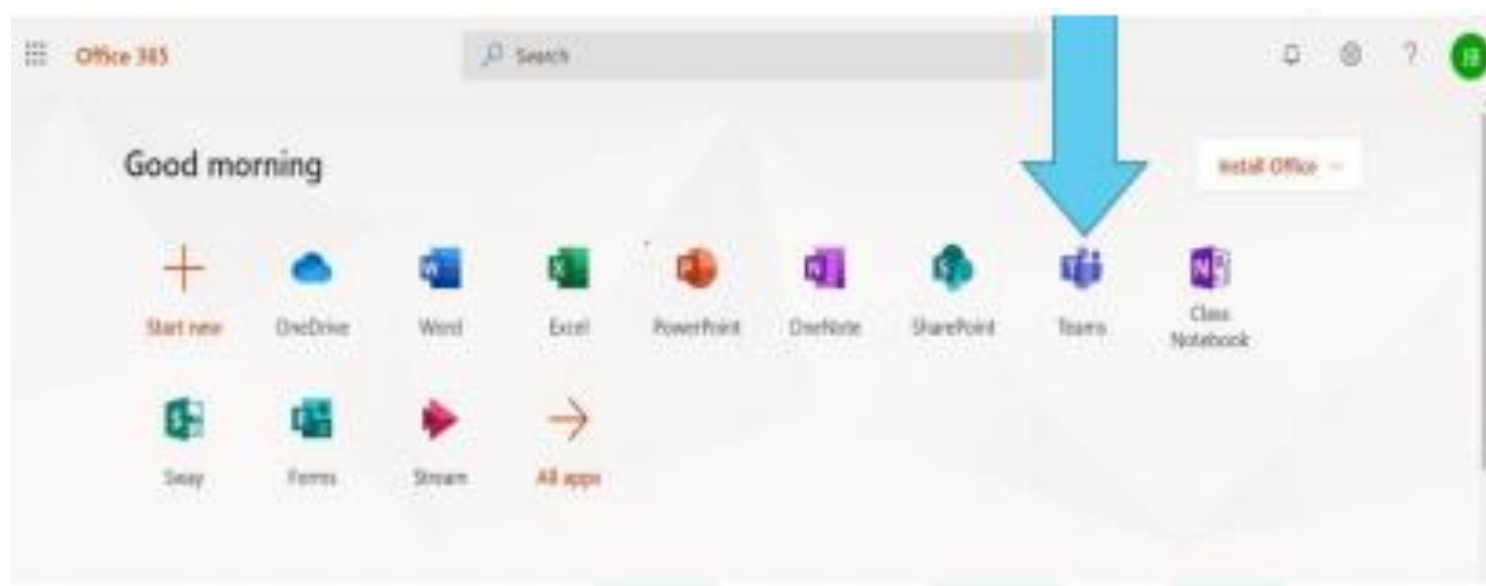


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Microsoft 365



- Once you are logged in, you will see you have access to all the Microsoft 365 apps. This is also where you will find Teams.



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Navigating Teams



- Click on the Teams icon.

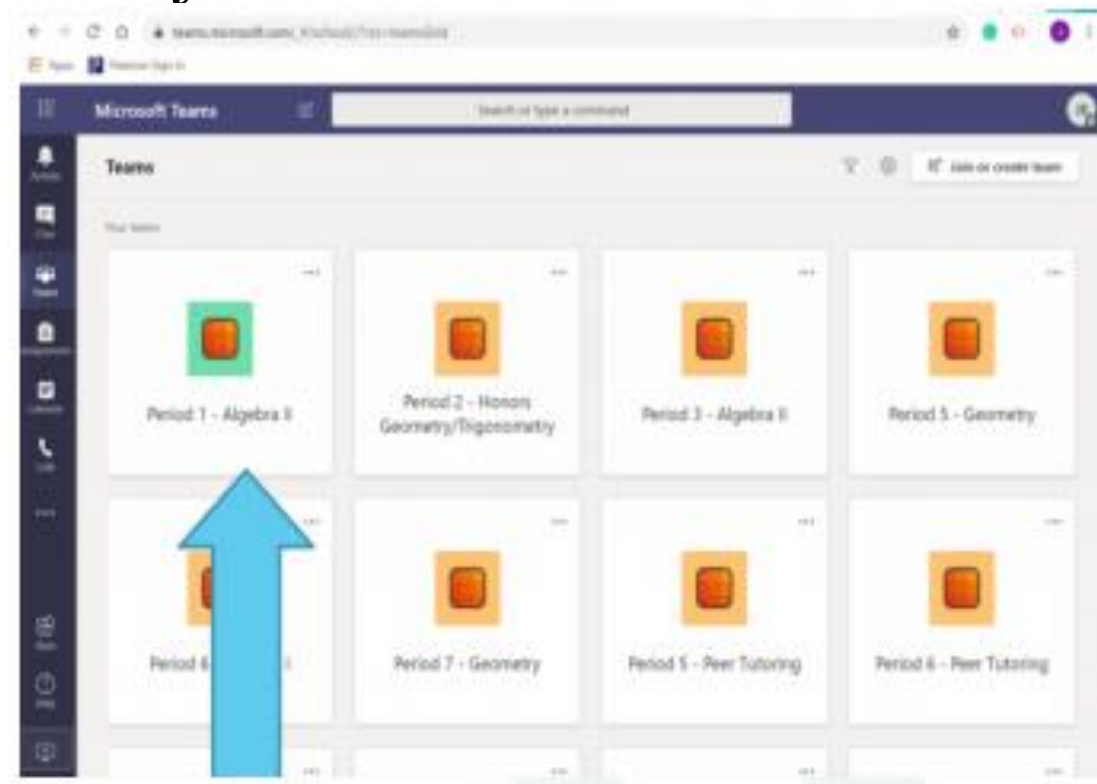


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Navigating Teams



- Click on the Class you wish to view.

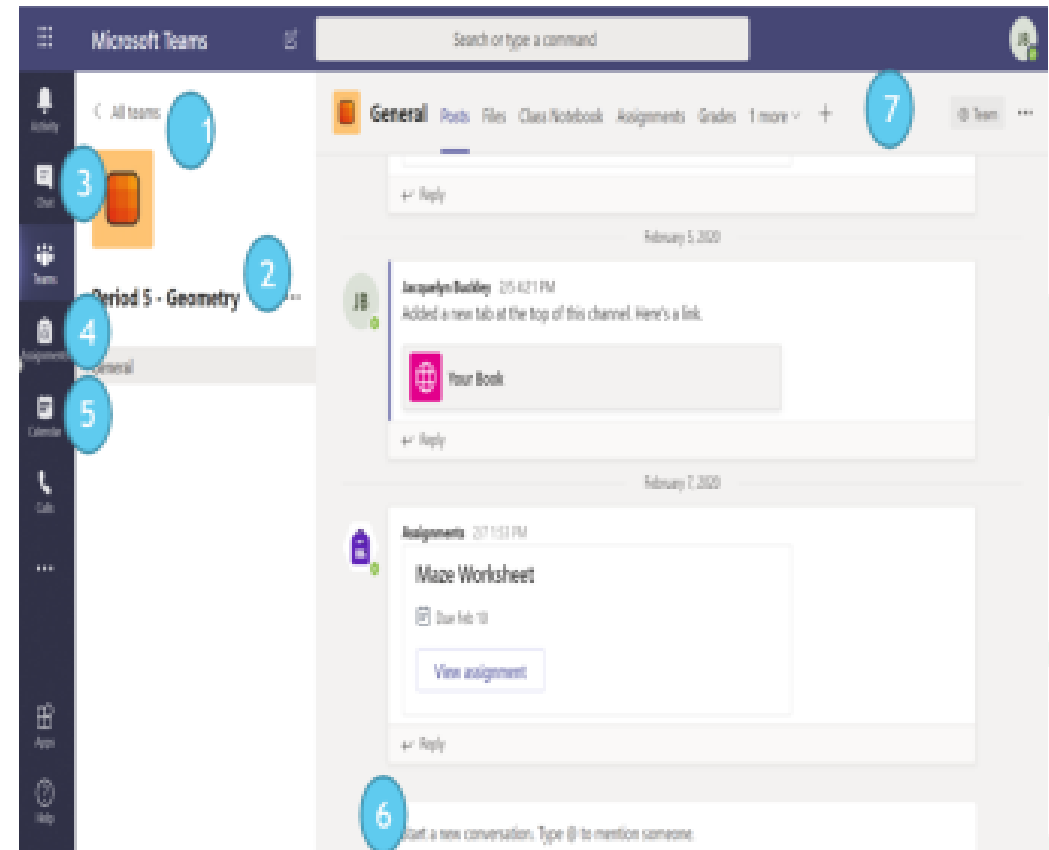


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Navigating Teams



1. **Menu of Teams-** To get back to other teams.
2. **Current Team-** The Class you are currently looking at.
3. **Chat-** Private chat with teacher.
4. **Assignments-** If teacher assigns work through teams, this is one of the places it can be found.
5. **Calendar-** This is where meetings with the teacher will be found.
6. **Team Stream-** If your student has a question for the teacher that is ok for the whole class to see. This is also for class discussions.
7. **Tabs-** Places that your teacher wants you to easily access (Class text book, Class Notebook, assignments, etc).



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Access Anywhere



Available across Mobile platforms



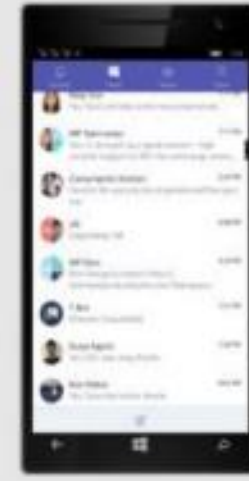
iPad



iPhone



Android



WP

Available in 181 markets and 25 languages to empower every individual to achieve more together

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Questions



- Please [email](#) your child's teacher with any questions you have about Teams.

TECHNOLOGY IS MORE EFFECTIVE WHEN USED TOGETHER



Engage



Communicate



Learn



Create

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